New York State Public School Fire Safety Report Data Verification and Certificate of Occupancy Process

New York State Education Department
Office of Facilities Planning

www.p12.nysed.gov/facplan

emscfp@nysed.gov

2015

Changing the System

- Old System (current system)
 - Created in the 1980s
 - Zones not in sync with any other NYSED processes
 - Mainframe system with an overnight update run
 - LOTS of paper & LOTS of labels
 - Relies on "snail mail" for submitting fire reports and the mailing of Certificates of Occupancy
 - Mailing/Shipping Costs

New System

- Created using 21st century technology
- Regions are aligned with BEDS regions used for other NYSED processes
- Live system NO overnight runs
- NO paper, NO postage, & NO labels
- School superintendents
 responsible for certifying
 data <u>and</u> printing
 Certificates of Occupancy
 at the local level

Key Legal Citations: 8 NYCRR 155.8 Fire and Building Inspections

- All buildings which are owned, operated, or leased by a public school district or BOCES shall be inspected for fire safety at least once annually, pursuant to a schedule determined by the commissioner, or at any other time deemed necessary by the commissioner.
- No building which is owned, operated, or leased by a board of education or BOCES shall be occupied or otherwise used unless the building has a valid certificate of occupancy issued by the commissioner.

		Due Dates	
		2015	2016
Region	County and Big 4 School District		
Western	Niagara Erie Wyoming Buffalo City	11-1-2015	10-1-2016

		Due Dates	
		2015 2016	
Region	County		
Southern Tier West	Allegany Cattaraugus Chautauqua	12-1-2015	11-1-2016

		Due Dates	
		2016	2016
Region	County and Big 4 School District		
Genesee Finger Lakes	Genesee Livingston Monroe Ontario Orleans Seneca Wayne Yates Rochester City	1-1-2016	12-1-2016

		Due Dates	
		2016 2017	
Region	County		
Southern Tier Central	Chemung Schuyler Steuben	2-1-2016	1-1-2017

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Central	Cayuga Cortland Madison Onondaga Oswego Syracuse City	3-1-2016	2-1-2017

		Due Dates	
		2016 2017	
Region	County		
Upper Mohawk Valley	Herkimer Oneida	4-1-2016	3-1-2017

		Due Dates	
		2016 2017	
Region	County		
Black River-St. Lawrence	Franklin Jefferson Lewis St. Lawrence	5-1-2016	4-1-2017

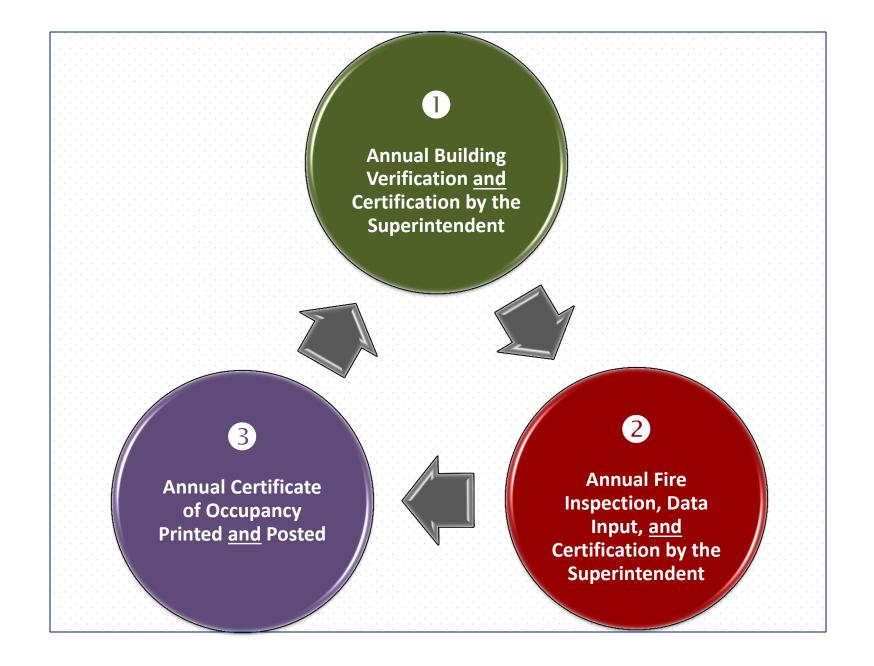
		Due Dates	
		2016	2017
Region	County		
Southern Tier East	Broome Chenango Delaware Otsego Tioga Tompkins	6-1-2016	5-1-2017

		Due Dates	
		2015	2016
Region	County		
Lake George-Champlain	Clinton Essex Hamilton Warren Washington	7-1-2015	6-1-2016

		Due Dates	
		2015	2016
Region	County		
Upper Hudson	Albany Columbia Fulton Greene Montgomery Rensselaer Saratoga Schenectady Schoharie	8-1-2015	7-1-2016

		Due Dates	
		2015	2016
Region	County and Big 4 School District		
Mid-Hudson	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester Yonkers City	9-1-2015	8-1-2016

	Due Dates		ates
		2015	2016
Region	County		
Long Island	Nassau Suffolk	10-1-2015	9-1-2016



Annual Building Verification & Certification (can occur anytime throughout the year)	Import Into SEDREF	Annual Fire Inspection (may only occur during the designated period for that school's geographic region)
(step #1)	(step #2)	(step #3)
1. The status of all buildings must be verified to determine their ownership, occupancy, use, name, and street address.		Obtain the services of a NYS licensed code enforcement official or building safety inspector
 The intent of the annual building verification process is to develop and maintain an accurate database of all building owned or leased by NYS public school districts (outside of NYC) and BOCES. 		2. The annual fire inspection process has not changed. It requires the inspection of all buildings to ensure full compliance with the NYS Code and requirements of NYSED.
3. The database serves as the foundation for recording the annual fire inspection and the issuance of an annual certificate of occupancy. This process must take place before fire inspection data is entered into the secure portal.		3. Following the completion of the inspection the school district will be presented with the findings, after which items of non-conformance must be addressed and the inspection report entered into the secure portal.
4. The superintendent of schools or BOCES district superintendent may delegate (or entitle) the annual verification process;		

New Process Steps

Log into the NYSED Business Portal.

http://portal.nysed.gov



Business Portal

FAO's

Reset Password

Log On

NOTE:

Each school district or BOCES must enter their own data into the secure portal.

New Process Steps

Verify all of the buildings in the school district <u>and</u> make changes as needed.

The name of the building.

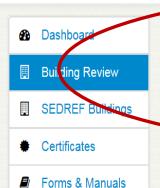
The street address of the building. (not a "PO box")

What is the building used for?

Was this building sold or demolished?

Was the number requested and never built?

List of Buildings Requiring Review by District



Building Review Process - Overview

In the table below, you will find the building records that are currently used by the NYSED Facilities Planning Office to monitor & record Fire Safety reports. The goal of this building review process is to create a clean & centralized database of all buildings that require a Fire Safety Report.

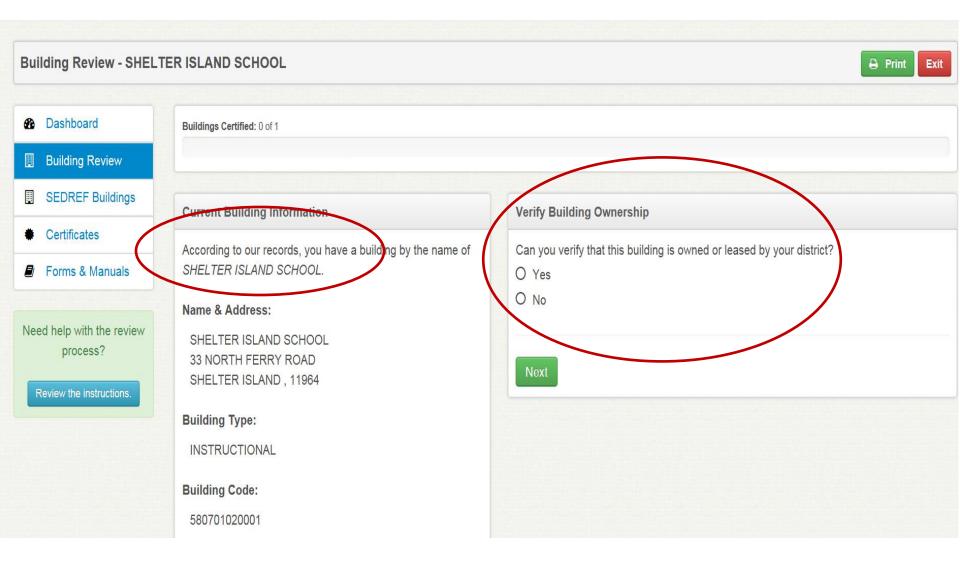
Please review each building below, confirming the name, address, building type, and institution.

Begin the Review Process 🗲

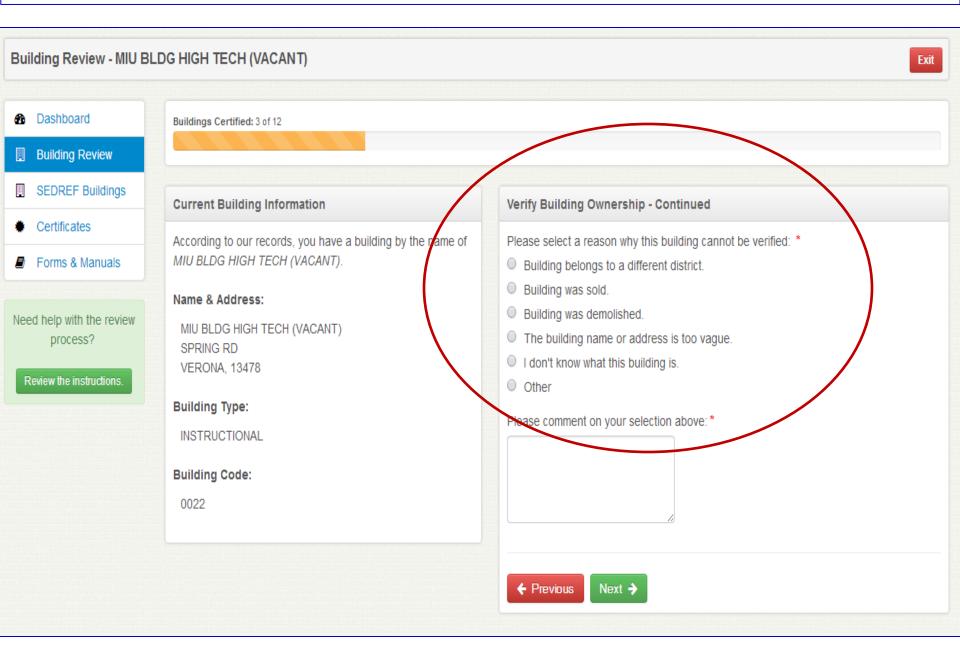
Buildings Certified: 0 of 7

	Name	Building Type	City	Status	Options
	BUS GARAGE	BUS STORAGE ONLY	LAKEWOOD	Not yet started	Review
	CONCESSION STAND	OTHER	JAMESTOWN	Not yet started	Review
	HIGH SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
	MIDDLE SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
	NEW ELEMENTARY SCHOOL	INSTRUCTIONAL	JAMESTOWN	Not yet started	Review
	NEW PRESS BOX	OTHER	JAMESTOWN	Not yet started	Review
	UTILITY SHED	OTHER	JAMESTOWN	Not yet started	Review
7 items found, displaying all items.					

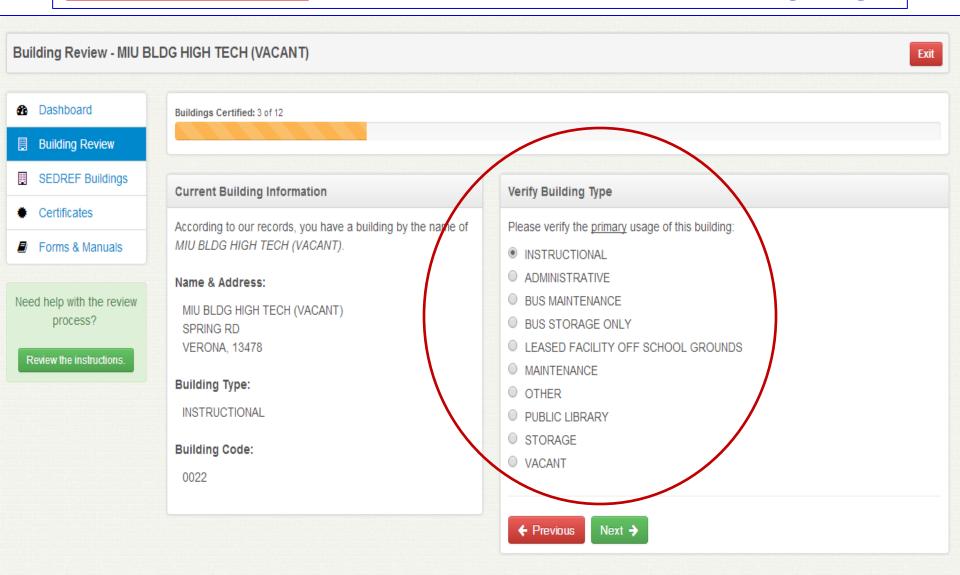
Verification Step 1: Verify that district owns or leases the building.



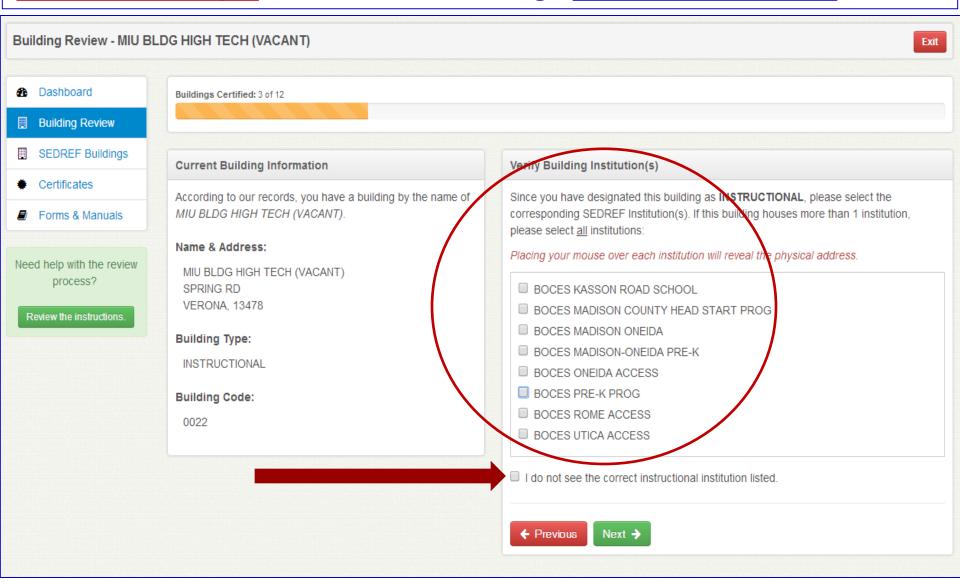
Verification Step 1A: If not owned or cannot verify – select reason.



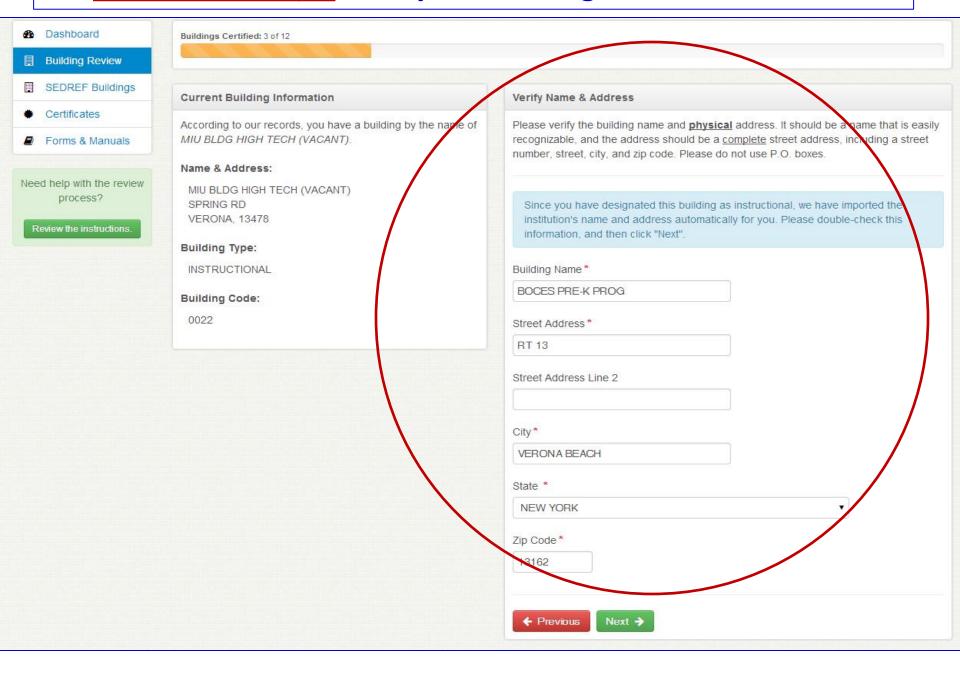
Verification Step 2: If owned/leased, select the building usage.



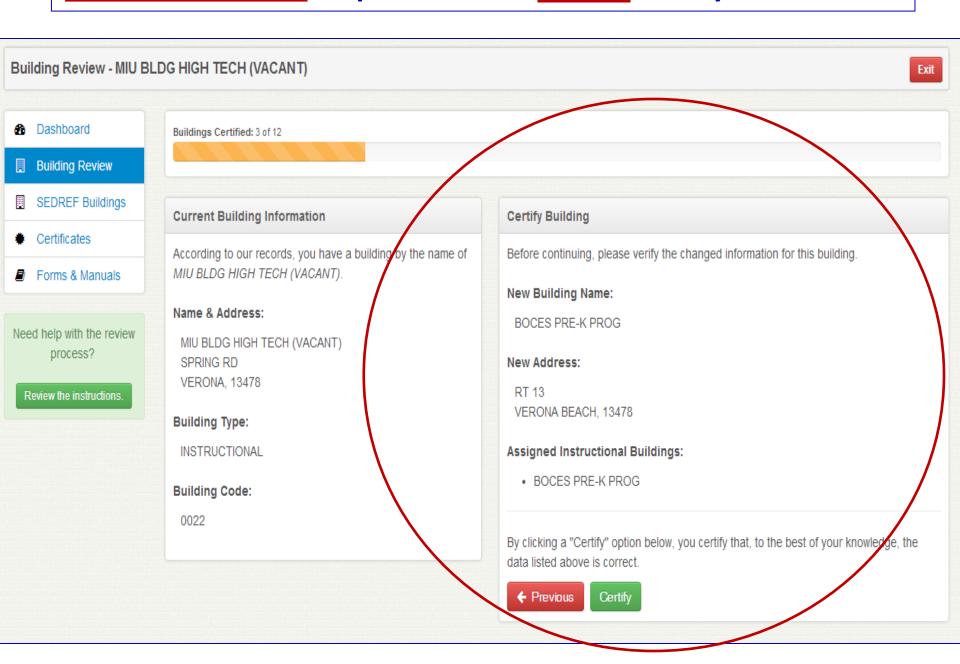
Verification Step 3: If instructional, assign **SEDREF** institutions housed.



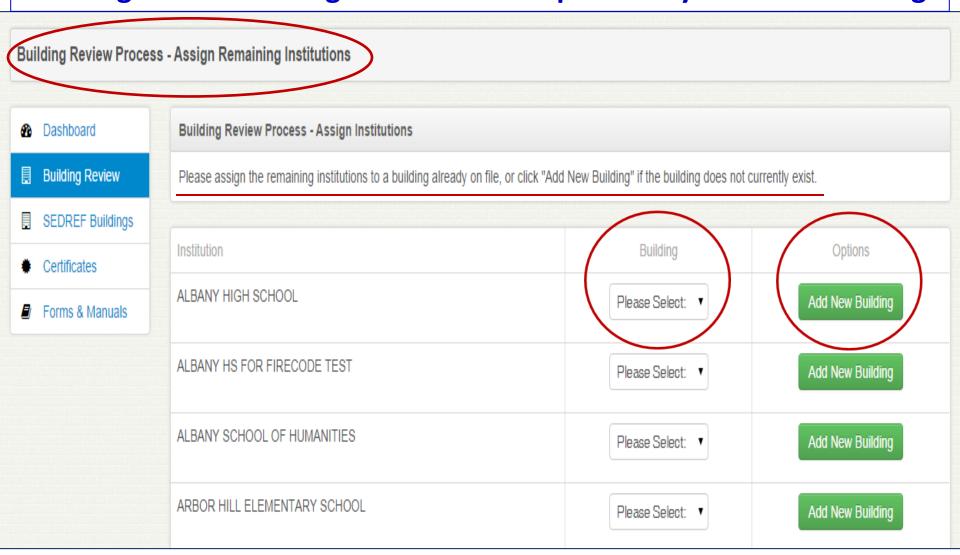
Verification Step 4: Verify the building name and address.



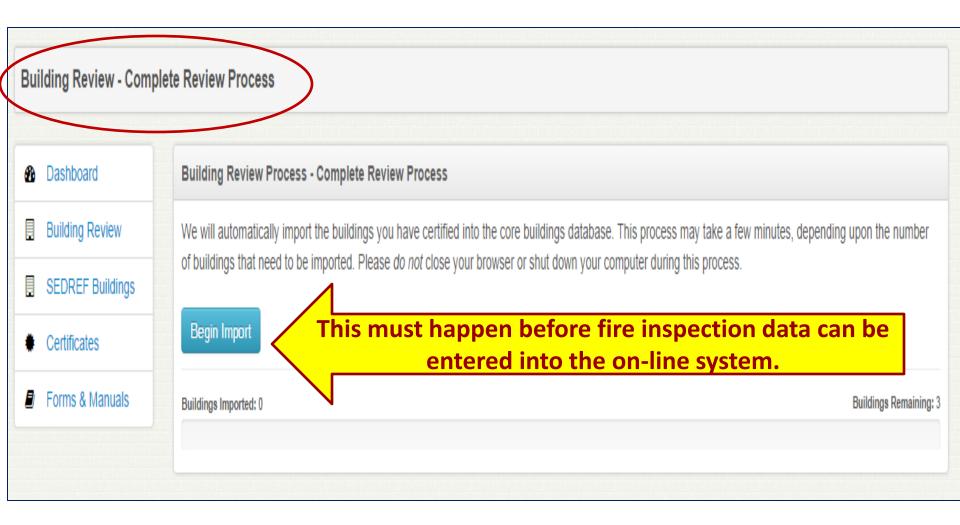
Verification Step 5: Superintendent MUST Certify Information.



Any SEDREF institutions that were not previously assigned to a building should be assigned to a new or previously certified building.



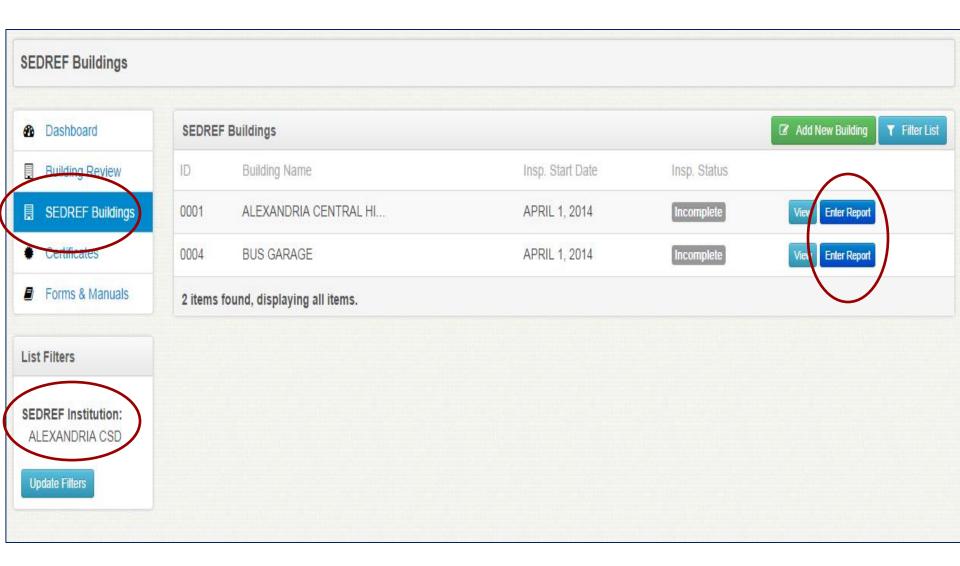
Once all buildings and institutions are certified, complete process.



New Process Steps

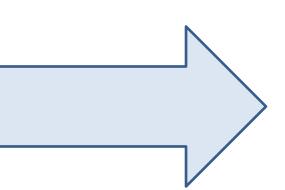
Following the building verification process, buildings will be available for viewing, updating, and the entry of fire inspection data.



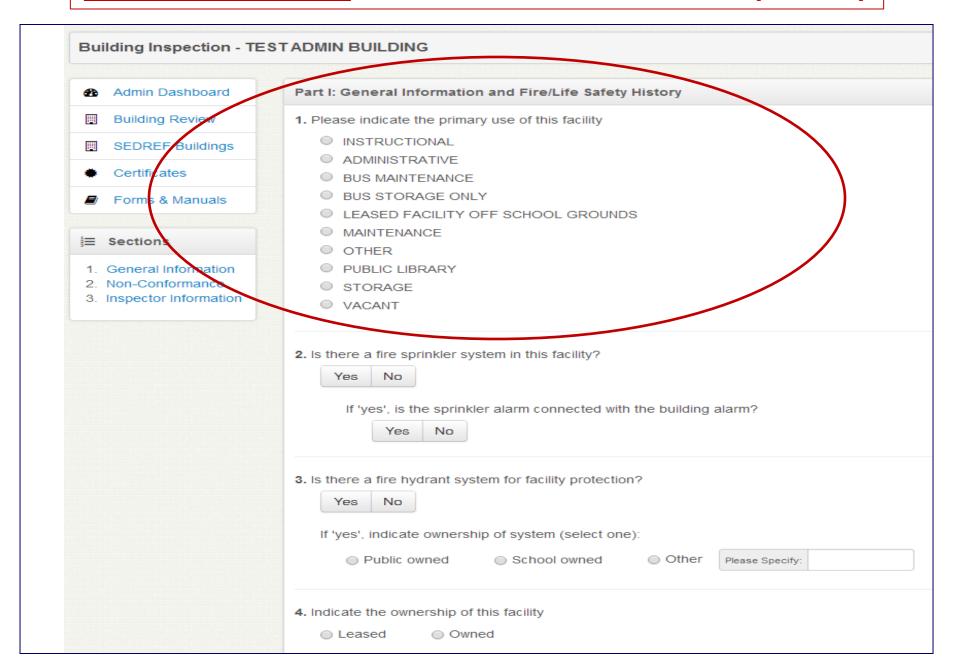


New Process Steps

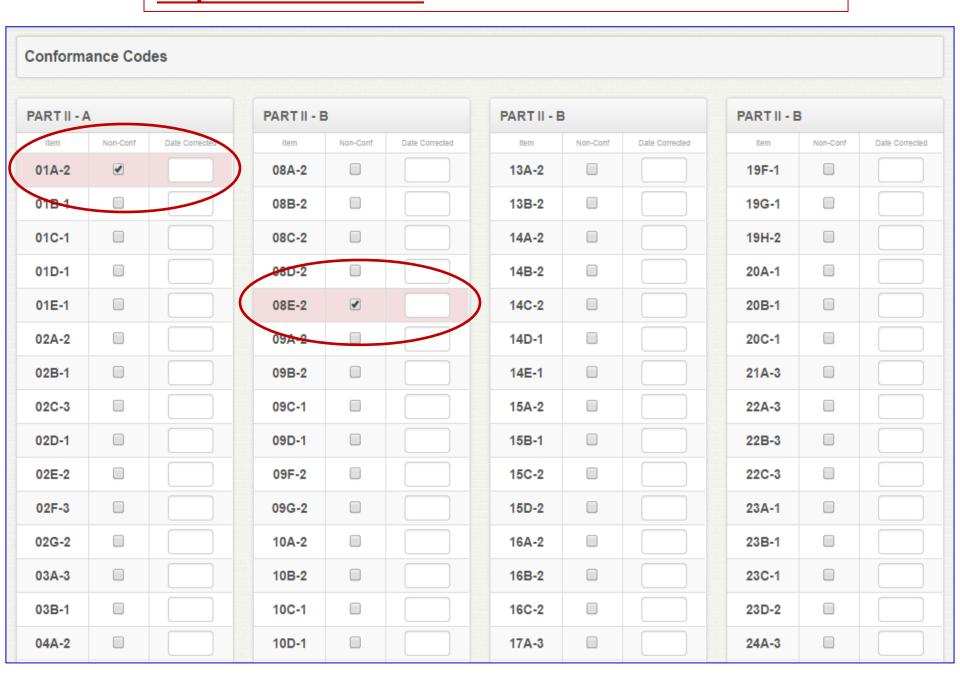
After the completion of the annual fire inspection, the superintendent of schools will enter the data for each building into the secure portal.



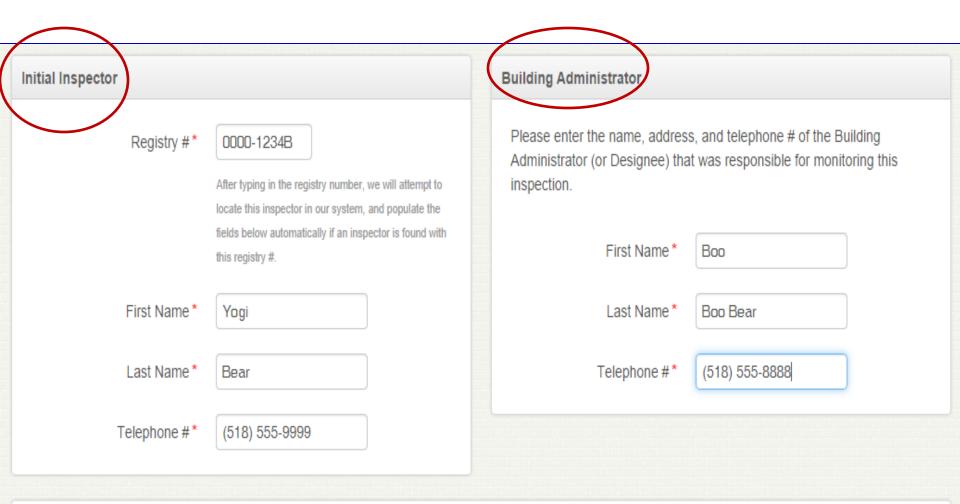
Inspection Section 1: General Info & Fire/Life Safety History



Inspection Section 2: Nonconformance Information



Inspection Section 3: Inspector & Building Administrator Information





Inspection Verification & Certification

General Information and Fire/Life Safety History

Primary Use: ADMINISTRATIVE

2. Fire Sprinkler System? No

2a. Sprinkler alarm? Yes

3. Fire Hydrant System? No

3a. Hydrant Ownership: Public owned

4. Building Ownership: Public owned

5. Square footage: 5

6A - 6D: Does not apply, building is non-instructional.

7. Fire Dept. notified via alarm? No

8. Any Fires? No

8a. Number of fires: Not Applicable

8b. Number of injuries: Not Applicable

8c. Cost of Damage: Not Applicable

Non-conformances

Item	Date Corrected	Date Reinspected
01A-2		
08E-2		

Initial Inspector

Yogi Bear

P: (518) 555-9999

Registry #: 0000-1234B

Building Administrator

Boo Boo Bear

P: (518) 555-8888

Certification

By clicking "Certify" below, I hereby submit this fire inspection report on behalf of the Board of Education or Board of Trustees and certify that:

- 1. Public notice of report availability has been published, and that
- 2. Any nonconformances noted as corrected on the Public Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that
- 3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.





CERTIFICATE OF OCCUPANCY

***** TEMPORARY *****

VALID FOR FACILITY:

TEST ADMIN BUILDING 123 TEST DRIVE BUFFALO, NEW YORK 12204

Violations Exist: 01A-2, 08E-2

Building ID: 00195

DISTRICT:

ALBANY CITY SD

ACADEMY PARK ALBANY, NEW YORK 12207

Issuance Date: September 26, 2014 Expiration Date: October 26, 2014

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

WARRENSBURG JUNIOR-SENIOR HIGH SCHOO 103 SCHROON RIVER RD WARRENSBURG, NEW YORK 12885

DISTRICT:

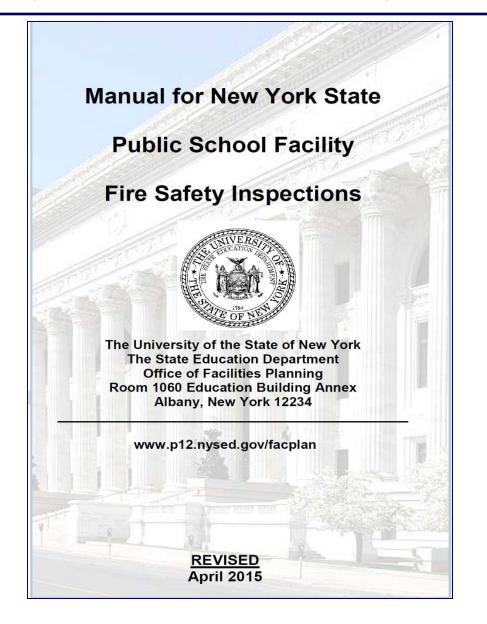
WARRENSBURG CSD JOHN GORALSKI 103 SCHROON RIVER RD WARRENSBURG, NEW YORK 12885

Issuance Date: June 05, 2015 Effective Date: July 01, 2015 Expiration Date: July 01, 2016

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

Updated Fire Report



Updated 5-2015

The University of the State of New York THE STATE EDUCATION DEPARTMENT Office of Facilities Planning - Room 1060 Education Building Annex Albany, New York 12234

PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY - DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the New York State Uniform Fire Prevention and Building Code (NYSUFPBC).

District/School Name																		
Fa	cility	/Bui	ldin	g Na	me													
Str	Street Address (NO PO Box Numbers)																	
City/Town/Village Zip Code																		

INSTRUCTIONS

- Read the "Manual for Fire and Building Safety Inspections in Public Schools" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) Fire Code and Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- <u>Posting of Certificate of Occupancy</u>: Any temporary, qualified, or annual Certificate of Occupancy must be
 posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History (to be completed annually)

The annual fire safety inspection for this building took place on:

Мо	nth	Da	ay	ye	ar

1. Indicate the primary use of this facility: (check one box)

b) Average time to evacuate this facility:

a)	Student Instruction	f) Bus Maintenance w/ or w/out storage	
b)	Administration	g) Public Library	
c)	Storage	h) Vacant	
d)	Maintenance	i) Other (specify)	
e)	Bus Storage Only		

2.	. Is there a fire sprinkler system in this facility? Yes No									
	If yes, is the sprinkler alarm connected with the building alarm? Yes No									
3.		e a fire hydrant sy indicate ownership	Yes	No						
	Public	Owned	(specify)							
ŀ.	Indicate the ownership of this facility.									
	Leased	d	Owned	Other		(specify)				
5.	. What is the current gross square footage of this facility? (to the nearest whole ten feet)									
3 .	. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.									
	a)		eld in accordance with Section and Sections F405 and F408 c Fire Code.		Yes	No				

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes____ No___

Seconds

No earlier than 45 days prior to the due date.

Minutes

	alarm was activated since the land in the land in the fire department imme	Yes	No	
Have the fire insper	re been any fires in this facility s ction?	since the last annual	Yes	No
If yes, inc	dicate:			
a) N	umber of fires			
b) To	otal number of injuries			
c) To	otal cost of property damage	\$		
			V	

Part II: Public School Fire Safety Non-Conformance Report Sheet

School District Facility #								Building Name									
Part II-B (to be completed for public								Part II-B Part II-B									
	complete only – e																
Item#	Non- Conformance	Date Corrected	Date Reinspected		Item#	Non- Conformance	Date Corrected	Date Reinspected	ltem#	Non- Conformance	Date Corrected	Date Reinspected	ltem#	Non- Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2	1			120-2				19E-1				
01B-B					08B-2				13A-2				19F-1				
01C-1					08C-2				13B-2				19G-1				
01D-1					08D-2			\Box	14A-2				19H-2				
01E-1			,		08E-2			-	14B-2				20A-1				
02A-2				-	09A-2			-	14C-2				20B-1				
02B-1 02C-3				\cdot	09B-2 09C-1			-	14D-1 14E-1				20C-1 21A-3				
02D-1				1	09D-1				15A-2				22A-3				
02E-2				1	09F-2				15B-1				22B-3				
02F-3				1	09G-2				15C-2				22C-3				
02G-2				1	10A-2				15D-2				23A-1				
03A-3				1	10B-2				16A-2				23B-1				
03B-1				1	10C-1				16B-2				23C-1				
04A-2				1	10D-1				17A-3				23D-2				
04C-1]	11A-2				17B-2				24A-3				
05A-3					11B-1				17C-2				25A-3				
05B-2				1	11C-2				17D-2						ditional		
05C-2					11D-2				17E-1				-		ormance		
6A-1				-	11E-1				17F-3						l, check i ne Code :		
06C-1 06E-3				-	12A-1 12B-3				17G-1 17H-2				20A-3 a	na nst tr bel		section	
06E-3				-	12B-3 12C-2				171-2					Del	OW.		
06G-1					12D-2				17J-1								
06H-1			1	1	12E-1				17K-1								
07A-3			· ·	1	12F-1				17L-1								
07B-2				1	12G-1				18A-2								
07C-2				1	12H-1				18B-2						ector_		
					12I-1				18C-2						or has be		
					12J-1				18D-2						's schoo		
					12K-1				19A-3				Pievi		report:	11110	
					12L-1				19B-2					Janoty			
					12M-1			\square	19C-1				Yes	3	No	_	
				Ļ	7 12N-1				19D-1								
	All schools complete Section 8 only of the building has electrically-operated folding partitions. Initial Inspection: Fire Safety Inspector: Name																
	Date Final Inspection (if required): Fire Safety Inspector: Name							Registry # (26E-4)					(26E-4)				
			Date							Registry	#				(26F-4)		

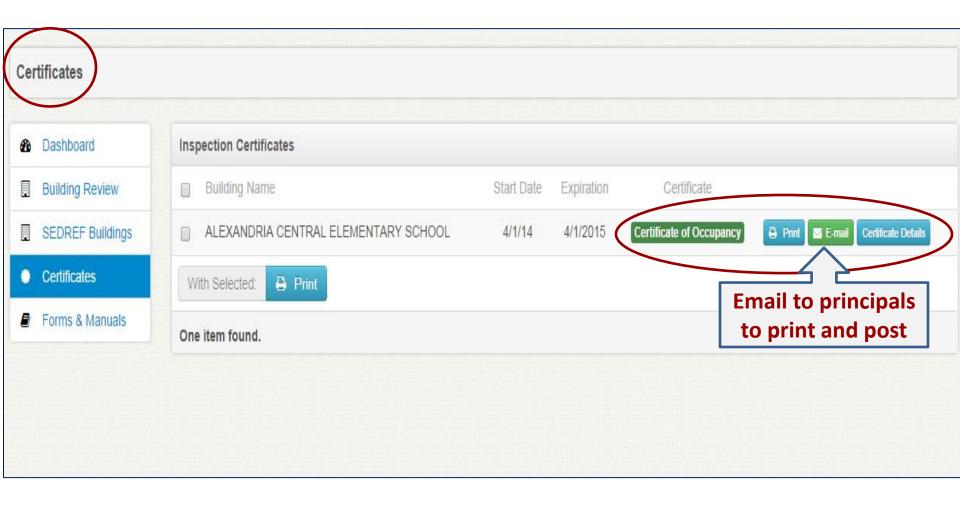
Part III: Public School Certifications

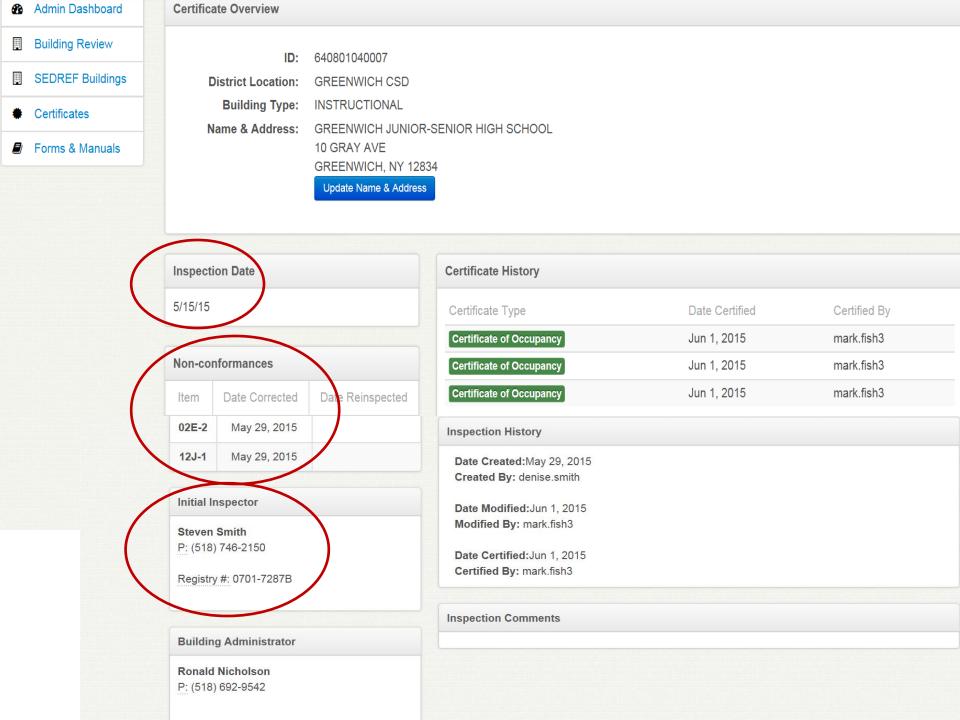
Section III-A. Fire Inspector								
The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208								
Name:	Telephone #: ()							
Title:	Registry # (as designated by the NYS Secretary of State)							
Section III-B. Building Administrator or Designee								
The individual noted below certifies that this building was inspected on(date) as indicated in Section III-A above.								
Name:	Telephone #: ()							
Title:								
Section III-C. School Superintendent								
I hereby submit this fire inspection report on beha	If of the Board of Education and certify that:							
 Public notice of report availability has been published, and that Any nonconformances noted as corrected on the <i>Public School Fire Safety Non-Conformance Report Sheet</i> portion of this report were corrected on the date indicated, and that For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny. 								
Name:	Telephone #: ()							
Title:	Electronic Signature (via NYSED Portal)							

New Process Steps

Step #4

The school district will print the Certificate of Occupancy.





New Process Steps

POST the Certificate of Occupancy in a prominent location as required by NYSED.

- What changes are taking place with the annual fire inspection process itself?
- None. The new system should have no impact on the actual fire inspection process. SED has updated and streamlined the paper form (to be retained at the local level ONLY), but the inspection process (aka – the NYS code items SED is requesting on the report) has not changed.
- The fire inspection report includes a field for the name and license # for the code enforcement official, but his/her signature is no longer part of the official submission package to SED. Why has that changed?
- The superintendent of schools will <u>legally certify</u> <u>the data's accuracy</u> via the secure SED business portal. This is the same portal used for many other sensitive SED processes.

- Do all buildings on school property require a certificate of occupancy?
- YES. A certificate of occupancy is required for all buildings on school property. A building has 4 walls, a door, and a roof. A storage shed less than 350 sq ft that does not include any mechanical systems does not require a Building Permit, however a Certificate of Occupancy must be obtained before using the structure.
- The Board of Education is legally responsible for ensuring that all structures comply with all applicable laws/regulations and that each structure has at least one door with appropriate exiting hardware that can be operated from inside the space. Not all buildings need a building permit, however all buildings need a certificate of occupancy.

- Our current certificates of occupancy expire <u>before</u> the next fire inspection reports need to be submitted via the on-line portal to SED. Will our existing certificates of occupancy be extended to reflect this change?
- Facilities Planning is aware that in some regions, certificates of occupancy will expire before new ones can be issued. We are working with SED IT to automatically extend the certificates of occupancy in those specific areas.

- Our current certificates of occupancy expire <u>after</u> the next fire inspection reports need to be submitted via the on-line portal to SED. Should we follow the "old or new" inspection schedule?
- To transition to the on-line system, some school districts will need certificates of occupancy extended, while others will need to input fire inspection data sooner than expected. Once the system is fully operational across the State, the 11 month cycle will be back in place by 2016.

- Is it permissible to mail in the paper copy of the fire inspection report instead of using the on-line system?
- No. The new on-line system is now "live". Starting with fire reports that are due by July 1, 2015, school districts will be required to use the online system in order to obtain annual certificates of occupancy.
- How can my school district obtain a copy of the updated paper fire inspection report (to be used and retained at the local level only) and the updated fire inspection manual?
- The left side of the screen includes an option for "forms and manuals." These items are also posted on the Facilities Planning web site.

- How can the Director of School Facilities obtain a password for the on-line fire report system?
- The Superintendent of Schools is the only person in the district with the secure password. The superintendent is legally responsible for certifying the building verification process and the accuracy of the annual fire inspections.

- Can school district staff input data in the on-line system without certifying the data?
- Yes. School district staff may go through the building verification process, with permission of the superintendent, as well as enter fire inspection data – however only the superintendent is permitted to legally certify the data's accuracy.

- The superintendent of schools in my district has designated me as the person to go through the new system to verify buildings and enter fire safety inspection data. What does the superintendent need to do in order for this to happen?
- The superintendent of schools is the only person in the district with the secure password. Therefore if they want you to perform the data entry and verification processes, they first need to "entitle" (aka delegate) access to the "Facilities Planning-Fire Safety" system through the SED Delegated Account System (SEDDAS). Instructions are available at: www.p12.nysed.gov/seddas/seddashome.html. Questions on this specific step should be directed to the SEDDAS Help Desk at: seddas@nysed.gov or 518-473-8832.

- Our entire school district is housed in one building. We have separate SEDREF numbers for the K-8 wing and the 9-12 wing of this building. Does this mean that our K-12 building requires two separate certificates of occupancy – one for the K-8 wing and the other for the 9-12 wing?
- No. The building verification process asks school districts and BOCES to identify which SEDREF institutions are housed in a specific building, however this does not mean that each SEDREF institution under a single roof requires a separate certificate of occupancy. In the example above, one certificate of occupancy is required for that K-12 building.

- Will school districts be able to access the on-line system prior to their fire report due date in order to initiate the building verification process?
- Yes. Once SED officially launches the system (imports building data from the current fire system to the new on-line system), superintendents of schools can log-in to start the verification process.
- Our school district has buildings in the Facilities Planning Project Management System (PMIS) that are not in the on-line Fire Report System. Can we add those buildings to the on-line Fire Report System?
- As part of the on-line "Building Review Process" there is an option to "add a new building". If a school district "adds a new building", this data will be held in a "staging table" until it is reviewed and approved by Facilities Planning staff.

- A 30-day temporary certificate of occupancy was issued for one of our buildings, but we won't be able to correct the items in nonconformance within the 30-day period. How can I extend the temporary certificate of occupancy beyond 30-days?
- Only Facilities Planning staff can generate an extended temporary certificate.
- If you want to request an extension, send an email detailing the specific reason an extension is needed to: firesafety@nysed.gov.
- If the extension is granted, a new temporary certificate of occupancy will be emailed to you.

Thank You!

NYS Education Department
Office of Facilities Planning
www.p12.nysed.gov/facplan-218-474-3906
firesafety@nysed.gov